

Equipment Coordinator
BSSCI002
Kanawha & Marion Counties
\$34,500 - \$57,500

General Description:

This position under general supervision will manage and maintain all office electronic devices/equipment for the social service staff. The position requires the candidate to proficiently install, navigate and operate various computer software and act as the primary liaison between the office and the WV Office of Technology.

Responsibilities may include, but are not limited to: Troubleshoot basic technical problems with electronic devices and software, maintain current computer inventory, assist employees in obtaining access to the Office of Technology's mainframe software systems, assist staff in setting up communications equipment, mainly state-owned cellular devices, interact with and assist employees from other bureaus located within the area of assignment with hardware and software related issues, assist WV Office of Technology staff when needed, work in conjunction with other Equipment Coordinators in other districts to ensure proper transfer of computer equipment and related hardware when needs arise. Perform related work as required.

This position will require regular travel between the Marion District office and the Kanawha District office.

Applicants must possess a valid WV driver's license, and reliable transportation. Applicants must also have strong communication skills, both oral and written, and maintain organization of complex data. Successful completion of a background check is required for employment.

Position Number: 0511P06317

Minimum Qualifications:

Education: High school diploma or the equivalent

Experience: One (1) year of full-time or equivalent part-time experience with clerical duties or computer/phone system maintenance.

Benefits Include:

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness programs
- Retirement

The West Virginia Department Of Human Services is an Equal Opportunity employer. **This position announcement is established as of January 23, 2024, and will remain open until January 30, 2024.** Submit a paper application or detailed resume and any correspondence concerning this vacancy to: OHRMOSAClassComp@wv.gov. Please put **BSSCI002** in the subject line of your email.

Note: Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.